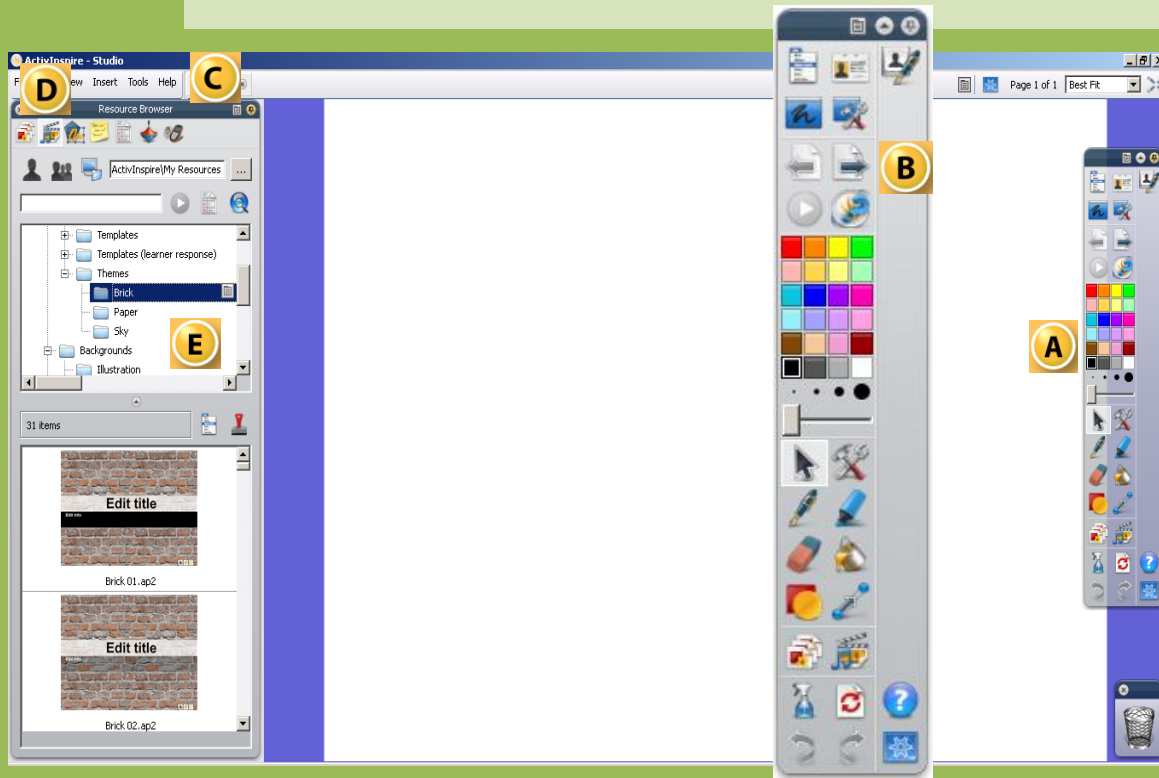


# ActivInspire

Up to v1.3



With ActivInspire teachers use the software to design interactive, whole-group lessons to be projected on the Activboard. Inside the ActivInspire software, these lessons are called “flipcharts”. Flipcharts can be developed entirely within ActivInspire or as a base to launch other applications or activities.

ActivInspire has a selection of tools in the Tool Menu for teachers to use with students such as ad hoc voting, desktop tools, math’s tools, camera tools, notes, shape and text recognition.


**Main Toolbar:** - Contains the basic whiteboard tools which can be added to with an extensive selection of optional tools in the Tool Store. Small version shows the default position of the toolbar also enlarged for Clarity

**Flipchart Controls:** - Arrows control the navigation of the Flipchart (now in the toolbar)

The browser combines features that had previously had separate toolbars: Resources, Page Browser, Object, Notes, Properties, Actions and Voting.

One example selected: Resources Browser: - Over 5000 searchable resources are included with the software, which can be added to as a shareable or personal resource. ActivInspire comes with thousands of searchable resources, and the ability to metatag your flipcharts, creating you and your colleagues own searchable resource bank.

Once the icon is clicked the Browser changes to reflect options associated.

A good port of reference is the help within Inspire. Click the  icon and search for “First steps with ActivInspire”. In the results area, click on that phrase to display this introductory section.

## The Toolbox

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# The Toolbox

## The Tools

**Create or select a profile.**  
Allows teachers to create their own profile  
e.g. files, favourite tools, shared team resources.  
All selected ready to use

**Menu**

**Annotate and Desktop Tools**  
Allows you to write over programs e.g. Word or PowerPoint Toggle click to go back to Desktop.

**1. Pen Colours,**  
8 16 or 24 available

**Select Tool**  
(Marquee select tool)  
Use to select, adjust and move everything!!

**Pen (Click to select)**  
Right Click to get additional line and object menu  
See menu on next page →

**7. Eraser**  
Nib Sizes can be changed  
Nb does erase, old eraser now called magnetic ink

**Shapes**

**Page Browser**

**Clear**  
Clear Text, Graphics, everything!

**Undo and Redo**

**Reset: a useful tool**  
Resets a saved flipchart to its saved state.  
Students can attempt a labelled diagram.  
Reset and another student can have a go.

**Nb There is no Text Tool**  
Use the select tool move cursor to where you want type and start typing.

**Docking Option:**  
Float or stick to side etc.

**Roll up/down roll in/out buttons**  
nb Toggles  
Minimise tools to just a title bar

**Current profile selected**

**Pen nib sizes (small)**

**Sliding Pen nib**  
(Variable large sizes )

**Tools**  
Access to extra tools.

**Highlighter**  
Nib Sizes can be changed

**Fill Colour**

**Connectors**  
Draws lines and curves.  
Use nib size for line thickness

**Resource Browser**

**Help**

**Design Mode**  
Allows objects to be edited and changed.  
Not by accident

**Roll in (See Docking option at top).**  
Note that the toolbox is rolled out displaying an extra column to show your frequently used tools. You can drag Shapes to this area as well.

**The blank area to the right of the tools** fills up with the most recently used tools used: Currently Design and Help have been used

## The Shape and Line Tools

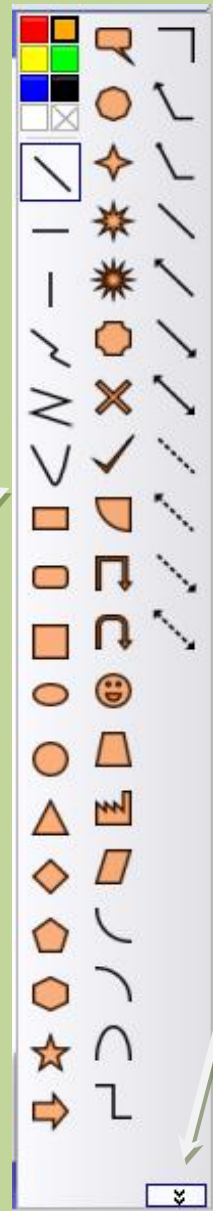


Shape and  
Connector Icons

When either the shape tool or  
the connector tool is clicked  
(above) a menu to the right of  
the flipchart appears.

Nb This is the Full shape menu

Click the chevrons to access.  
See the chevron note below  
right



The Connector Menu,  
Nb All of the connector  
shapes are in the  
connector menu

The Full  
Shape Menu

Note the chevrons at  
the bottom  
Click these and you  
get the complete  
menu shown here



Most Graphics editing tools work the same way, so as you understand editing objects, layers and properties, using any graphics editing program will become much easier.

Remember if you are preparing at home and not using the board, lines may appear to be too thick on the screen but at the back of the class it may be just right. Draw some practice shapes and check what seems best to you in the classroom.

There are many images and shapes you can get from the Web, but sometimes you just can't find one and you need to draw it yourself.

Once we've covered the basics we'll create some more complex shapes.

You can save these for future use by adding them to your resource library.

## Using the Board

Try watching one of your colleagues who is experienced using the board you'll pick up lots of things that they aren't able to tell you. They just do!

Watch how they stand at the board; notice the shadow from the projector. Holding your arm slightly further out from your body allows you to see what you are writing. Some people are able to write facing the class, the only shadow cast is from the wrist and pen, but that is a learned skill and is not for the new user. It is very different from using a dry whiteboard.

Much about using the board is personal, e.g. when writing as with paper some will like using thin pens some of you will like thicker lines.

Flipcharts can be used at the time or pre-prepared; the resultant notes can be saved at the end of the session for reuse with another group or printed for distribution to the students.

Plainly a flipchart that is prepared will be neater and possibly more structured. Used with some of the tools that come with the program you can create a session you are proud of.

For very new users

- You need to keep a gentle pressure on as you write; else your text line will break up.
- Position yourself so your shadow doesn't hide what you are writing.
- Don't pick too fine a nib size to write with if your writing is untidy it will accentuate it.
- Remember you have unlimited flipchart pages to turn to and look back at, so turn to a new page for your next point,
- Plenary: it's easy for you to look back over the lesson, in your plenary stage you can quickly flick through the pages highlighting key points
- Prepare some of your pages in advance of the lesson, they can act as aide memoirs or can be parts that would take too long to set up in class

## The Pen



The pen itself is stored on the side of the board and is a multi function tool that works like a mouse, the tip is the left mouse button, and the grey button on the side is the right mouse button.

Using the pen to write:

Click the pen icon to start writing. The defaults are black and with a pen size of 4, Adjust the colour and pen size to suit.

(Nb the highlighter works the same just has broader nib) Choose highlighter!

On the board tap where you want to write and write away.

You need to keep a gentle pressure on as you write; else your text line will break up. It's a knack easily picked up. Once you finished writing, you can select all you've written and make it larger or smaller. Then move it to anywhere on the board.

Useful if you want to put in order what you've said to the class.

## Deleting Text

### Deleting text

Occasionally you may make a mistake ☺, and want to delete a word or letter.

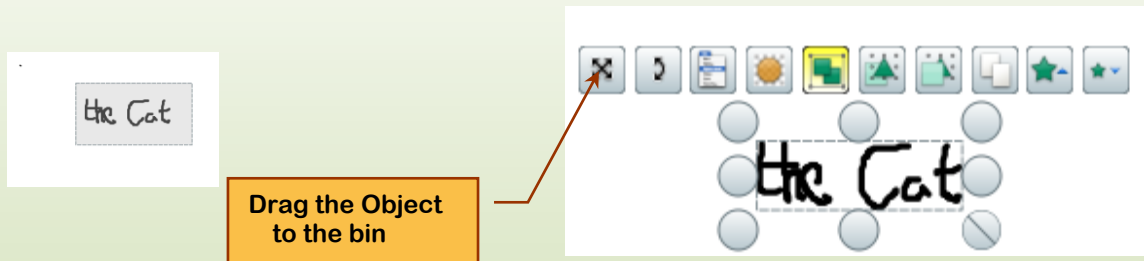
Inspire treats any letters not joined as separate objects. This can be convenient or a nuisance when you want to change one letter or change a sentence, here we need to select all of the letters to delete.

Select and delete the text.

Choose the Select icon drag and cover the text you want to change. Easy to demonstrate, hard to explain.

This is the same action as you may have used in Paint or other graphics programs.

Find a free area away from other letters usually top left of the text press the pen tip and drag to the bottom right. Release and you should have an effect like these two pictures as you begin to highlight,



Then the object icons that appear after you've let go.

I'll refer to this graphic later with detail of what the icons do, but for now, to delete drag the text to the bin using the X or press delete on the keyboard or just click the bin

Eraser: Strangely this is a new feature for Inspire; the old eraser is now called magnetic ink. This one does erase hand written text but not shapes or lines.

## Deleting Objects

Deleting Lines shapes or other objects like pictures.

Select them using the select tool and drag them to the bin or press delete.

Alternatively use the Clear tool  and use the options within it

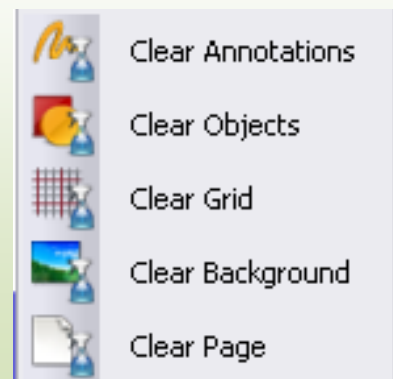
Clear Annotations: Clear all handwritten text

Clear Objects: Clear shapes, lines and pictures

Clear Grid: (found in the resources browser)


Clear Background: (found in the resources browser)

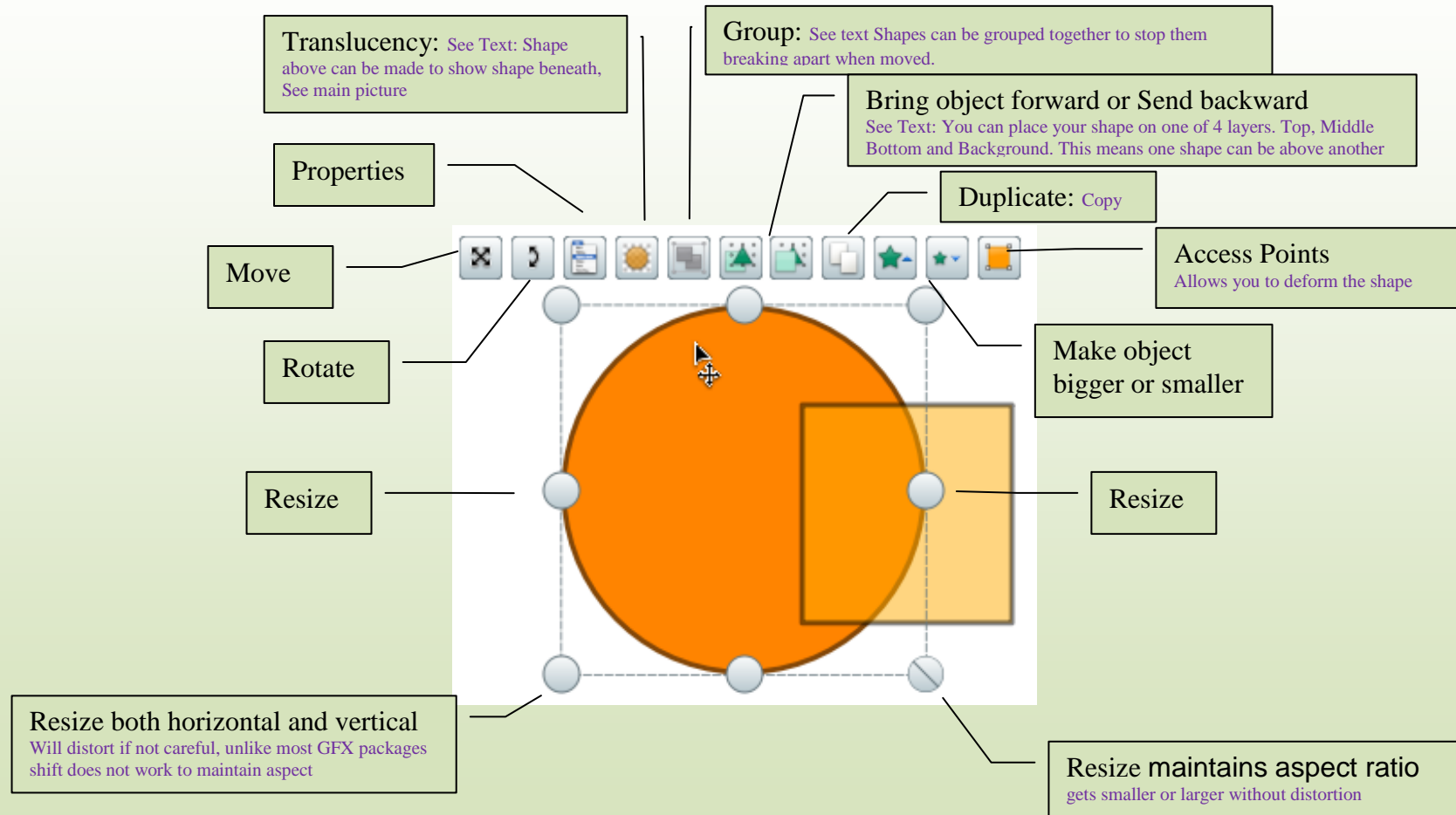
Clear Page: Blank the page of everything - Clear all



## Working with Objects

This includes lines Shapes and Pictures; you can do the same in Word, PowerPoint and Excel



The Promethean help is quite good here Click the  type “shapes” in the search box and choose “Adding and manipulating shapes”





## Design Mode



**Select Design Mode**  Click Blue icon top right, glows red in design view)   
Before you start editing enter design mode, this over rides any locking or object restrictions so that you can freely move and edit objects. When finished editing, exit Design Mode.

## Objects

There are some really good aspects of the drawing tools Containers and Restrictors which will allow you to be quite creative and produce drag and drop quizzes.

But overall it is clunky and it is easier to draw using Words drawing editor which also follows drawing conventions more closely.

So if you are doing this at home as prep you may find it easier to draw in Word, group and copy the finished object over to the flipchart.

Still it works... These tips will work in most drawing packages including Freehand, Corel and Words little editor.

Rather than drawing a silly little shape here, toward the end of the document I'll create a series of activities that hopefully you'll be able to adapt to your own subject matter.

But here are some tips for drawing you may find useful.

Once you finish using a tool press the select tool to deselect else you'll keep applying that action.

- **Check the pen line thickness**, Default is 4, too thick for me. Choose a thinner one, after you choose the pen tool click a smaller nib size on the tool box.  
It remembers that for the session.
- **Fill**: If you choose a shape then a fill is already applied mine was orange, I would prefer White.  
Click the paint pot (fill) and choose a colour (white!) and click the shape. The contents will change colour if you want the border to change colour as well click the borderline. **None** allows you to see the object beneath (yet keep the lines solid unlike translucency) Select the object>property browser>Fill> change from solid to none. You need to use this option if making a reveal tool.
- **Nudge**: once drawn objects may need positioning a little and using the mouse or the pen can be hard, so select the object and use the arrow keys to nudge into position.
- **Selecting Objects**: all items on the page are objects  
Tap them singly with the pen or click with the mouse, the handles will appear.
- **Selecting multiple objects**: to select more than one object drag the highlighting canvas to cover or part cover the objects.  
Nb This drawing program requires you just to touch the object with the canvas so if you don't want to include a line don't include it at all.  
Some drawing programs require the reverse you have to include everything, miss a bit, and it won't be copied. Words Drawing tool is like that.
- **Translucency** Allows Objects to show through, useful on a Venn Diagram where you want to be able to see the intersection, rather than one circle hiding the other. Merely slide the slider to the left to make it see through or to the right makes it opaque

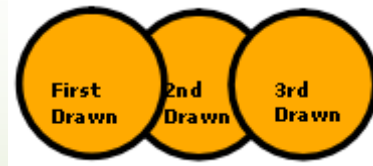
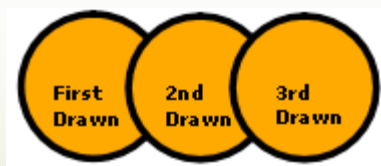
Two very important areas are Ordering, Layers and Grouping.

See next two pages

## Ordering Objects

Ordering is very important and can be confusing thus becomes frustrating

- The first premise is that the first drawn shape is at the bottom last item is at the top



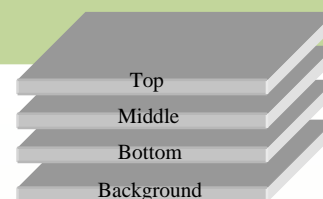
- You can bring pictures forwards or send backwards

This works for photos as well with text on top of a photo or map with symbols on it



## Layers

Next stage is Layers: Inspire has four transparent layers rather like OHP sheets one on top of the other.  
Called: Top, Middle, Bottom and Background.



The last one is only for backgrounds and grids, so when you place a background from resources it goes to the very bottom layer, which makes sense, though you can put things there.

You have the option of specifying where images go, but for most cases you will just be plonking images on quickly and getting on with your lesson. Occasionally you may want to set up a flip chart to be reused. Perhaps a difficult concept or preparation to a practical. Take this example

Image of stomata put on middle layer  
(right click reorder send to middle layer)



Image of Leaf put on top layer  
(default)

Move top leaf over stomata  
(lock the image, so it's not moved by accident)



Using magnetic ink make a magnifying glass  
(it makes the top layer transparent) we can see the object beneath.  
You can hide answers beneath questions and reveal them. No end of fun!  
Full details how to do this at the end of the manual

Add the magnifying glass by dragging to the right side of the toolbox.  
Just click it for a fresh new magnifying glass to use any time even when you restart!  
Think about this, you can store objects you create for instant use



## Grouping Objects

Another important area, quite easy though.

When you have many objects that make up one picture, it's useful to group them. For example say it was a little house you'd drawn. Dragging the house would likely just move a wall or a door.

So highlight the whole assembly and click the group icon, drag now and everything moves. It is good practice to group areas you may duplicate, so keeping the analogy going you may group the window assembly so you can duplicate it three further times. Once the house is complete, group everything then all will move together.

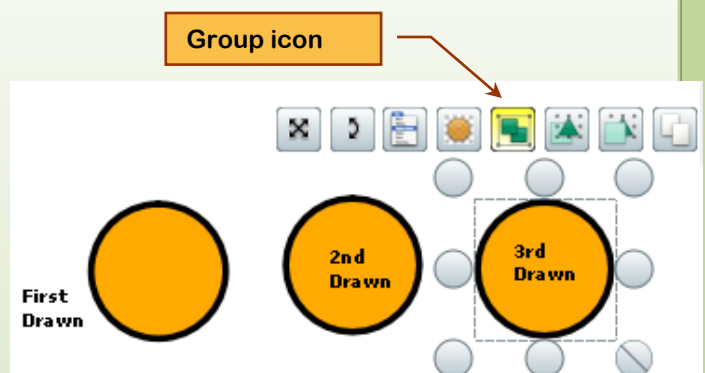
Grouping example

On a more likely scenario, it is useful to group labels around an image; again this moves everything together rather than a label being moved out of position by a student at the board.

### How to Group

You'll remember this image from earlier:

- Create Text box labelling the circle
- Move into the circle
- Select the circle and the text together
- Then click the group icon.
- It now moves as one.
- Repeat for the other circles.



This works with any graphics program including Word's Shapes and lines

### How to Ungroup

To Edit

- Ungroup by:
- Click the grouped image
- Click the Grouped Icon again.
- Click any object to deselect and then reselect the object to be moved or edited, make the alteration
- Then group again once modification is done

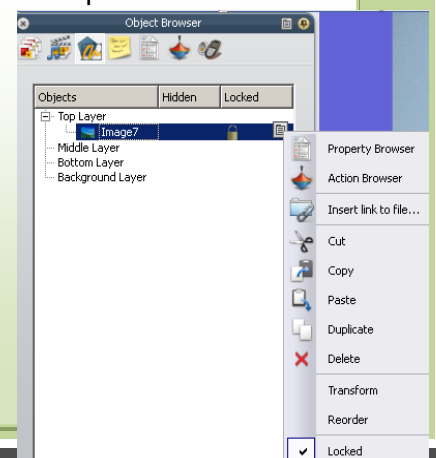
### Lock

Once pictures or other objects are in place you can lock them in position this prevents accidental movement by yourself or by your students.

- Merely click the object to select
- Right click (or pen button) select the padlock to lock
- To unlock (must be in Design Mode click Blue icon top right, glows red)  
Uncheck locked

e.g.

Lock an outline plant cell, have the various cell components at the bottom or sides unlocked to be placed by your students.

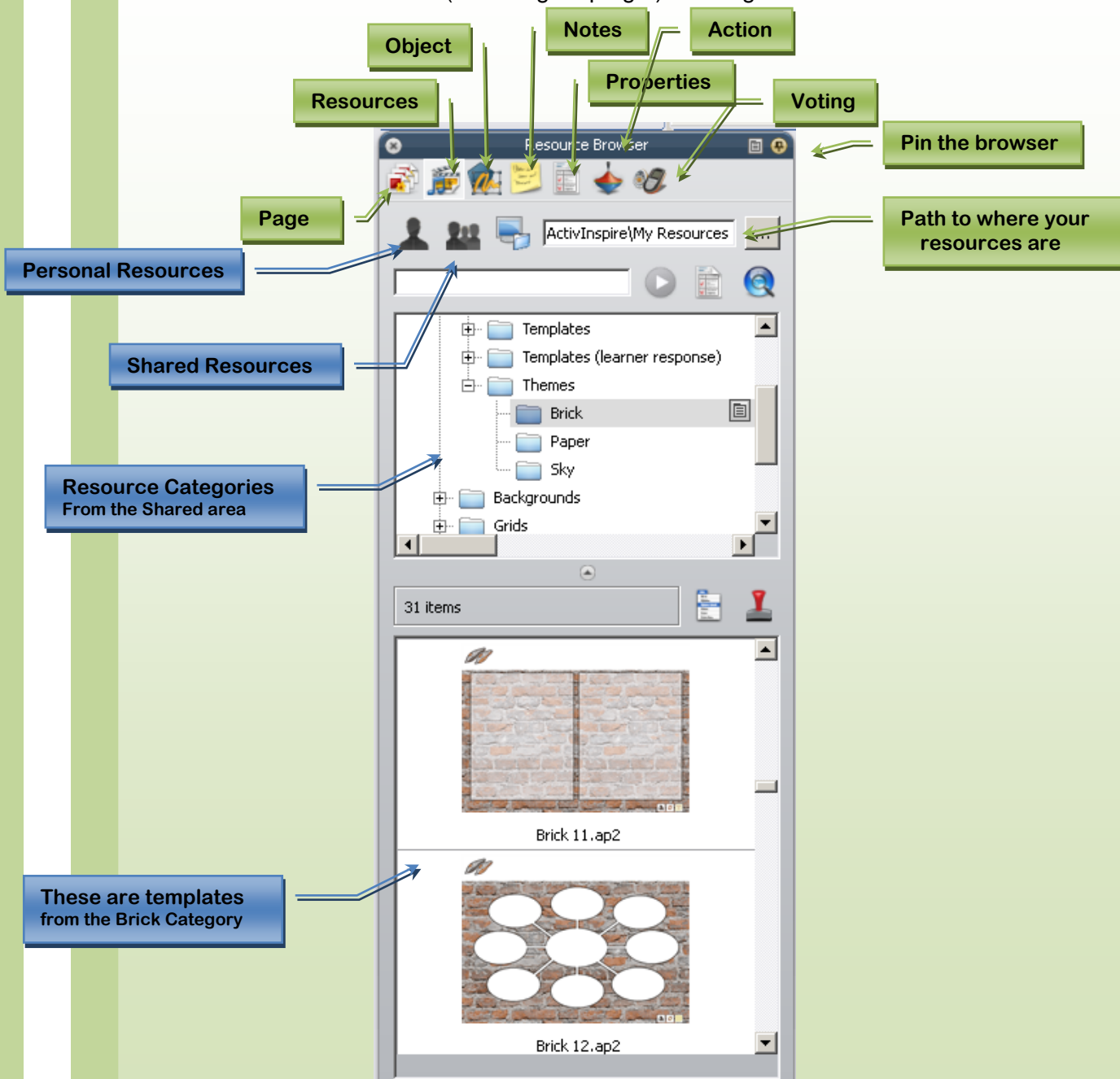


## Resource Browser



This view of the Browser window is the Resource Browser found on the Left side Of Inspire. If not visible Click view Browsers.

It flies out for a moment then tucks away in the Left side of the window. To pin it to and let it remain out Click the Pin Icon (see image top right) Click again and it will slide aside.



There are two resource areas one shared and one personal, You can add your own resources to either, useful for shared teaching. You can drag resources that you create into the resource folders from the Flip chart (Exactly the reverse of putting images into your Flipchart) or save them directly into the folders.

You can find where the resources are stored on the next page as it can be changed when installed.

Inspire's help "Working with your own materials" gives some detail on using your own materials.

## Resource Browser Settings

There are two resource areas one shared and one personal,

- You can add your own resources to either, useful for shared teaching.
- The resource areas are merely nested folders i.e. folders within folders.
- The Default Drive and folder where My Resources is installed will be dependent on the Operating System and effectively installs it on the local machines C:drive
- This means that Shared is only for any user of that computer (unless you have admin rights).

Important at present,

Your shared resources will not be available in any other room.

I've copied the resources to the T:\ActivStudio3

If you alter the paths where Inspire looks for the resources you can find them where ever you teach in the College.

Nb if you just want access to the default resources then you need do nothing, everything will work. But if you are creating your own resources, Backgrounds Grids etc., then you'll want them available wherever you are.

## Altering the Path to resources

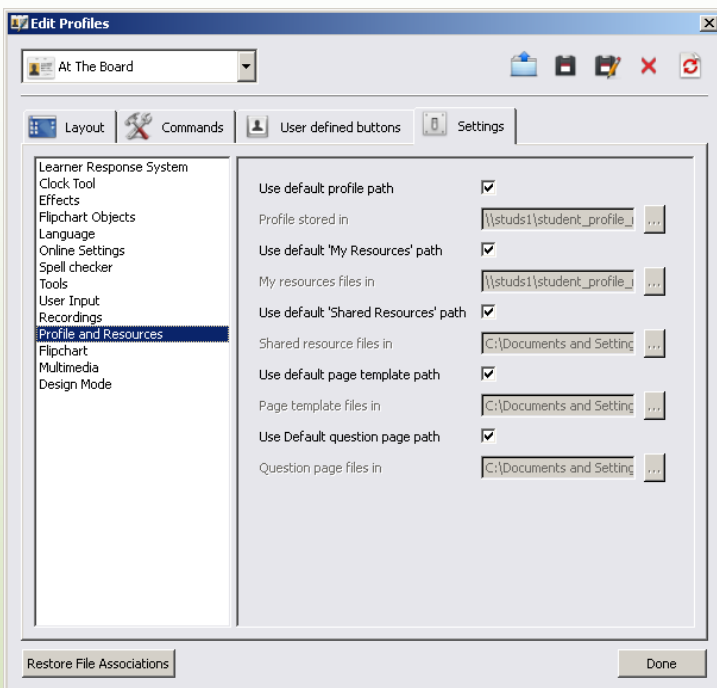
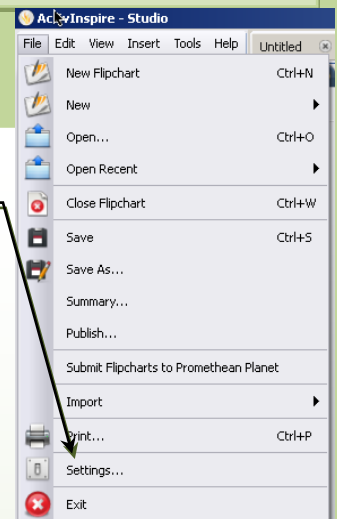
Go to settings:

File/ Settings

Profile and Resources

You'll see where your resources are currently being stored.

Settings



Uncheck the use default shared resources path and browse to T: drive and look for the ActivStudio3 directory

Click it once

The path should appear

Click Done

Now any resources you add to the browser will be stored on the network drive

Nb we are not talking about flipcharts here only the resources which you use in them.

You can use save as to store Flipcharts to a shared area, which could be the T:drive.

## Reset Button



This button allows the page to return to the state it was opened on a Saved flipchart  
Say you have an unlabeled diagram.

You ask a student to label it...

After the attempt you can press reset for another to attempt

With your imagination you can make use of this: Q&A, Jumbled words etc.

## Drag and Drop from Word to Inspire

To save you time typing consider dragging and dropping text or graphics from another application e.g. Word into your Flipchart, works in Internet Explorer as well

Make sure your flipchart is open at the right page

1. Select your text/graphic in Word
2. Drag the text/graphic into the Flipchart icon on the system tray, let go when in the right position as the flipchart opens.  
Works with text and Graphics

Save the resource into the resource browser to reuse another day

5. Choose My Resources or Shared resources
6. Locate the Category (folder) you wish to put the picture in or create a new folder.
7. Drag and then drop the picture into the resource category.  
It will convert the File and add to the library

When surfing on the Web you find a Graphic to use Drag the picture into the resource Browser  
It will save for future use

## Copy and Paste text or Pictures

Much improved over the old ActivStudio, merely:

1. Copy the text or picture
2. Click on the page you want to paste the text in.  
I click on the page where I want to place the text, type a letter then rub the letter out.  
This puts a text box ready to receive the pasted text
3. If you don't do this you'll have to do some repositioning as text is placed at the top of the Flip Chart
4. For photos just paste and move to position

Prior to pasting photos you've copied from the Web you may want to format them in Word first.  
The Format option once you select a picture allows you to apply some attractive effects very quickly.

To add drop shadows and mirror effects very quickly

Select the Picture, then apply format, if the Format menu is not available double click the Photo  
Click on the photo effect you like, then just copy and paste the photo into Inspire.  
Sorted!

## Working with Backgrounds

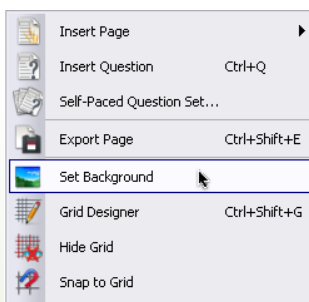
Now you have got this far you can begin to have some fun, and allow your personality to come out!

Backgrounds can be made to be relaxing, soft colours rather than the default stark white. Or can be lively theme based on your current teaching topic, I'm sure they can be complicated with many features but for an effective start have a look at these ideas.

In the Resource browser there are a few Themes you can apply as you can to PowerPoint. These are backgrounds and templates ready for you to add text or questions to.

You can find additional resources at [PrometheanPlanet.com](http://PrometheanPlanet.com) where there is a great deal to download, well worth a visit..

## Simple Colours



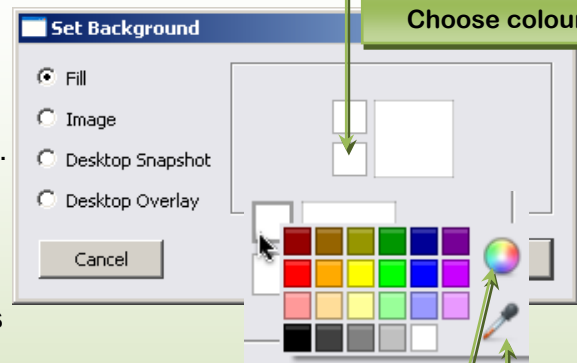
Applies to all pages.

1. In a blank area of the flipchart Right Click
2. Choose Set Background
3. Leave Fill Selected
4. Click on small box bottom left
5. Choose a colour e.g. cream
6. Leave other box white

This will give a gradient of colour changing from cream to white.

**If you want a solid colour make the small boxes the same colour**

You can also select colours for each box with either the colour wheel or the colour sampler



Colour Wheel  
large range of colours

Colour sampler, choose a  
colour anywhere on screen

## Adding an existing Photo Background

Backgrounds are available in the Resource library under Shared Resources Backgrounds.

If there is nothing suitable you can create your own, this is covered on the next page.

You'll find several categories including Illustrations, photographs, grids, paper, patterns and texture.

Click a category and the images preview. Drag the background to your flipchart and it immediately is applied.

Previously when we discussed layers the Background layer is the bottom layer and gives us three more layers on which to place objects.

And yes you can add photos and use them as backgrounds just by placing them on one of the layers. But to do it properly! They should be set as a background.

## Making Photo backgrounds

The process is a bit tedious but if you do a few at once it does become easier. And is so easy to use once created.

Once you have created a folder of resources, create a resource pack. This allows you easily to share resources with Colleagues and upload to Promethean Planet where you'll find plenty more.

### Choose a Photo

- Paste in place stretch to fit
- Add a shape to cover the area you'll be writing on
- Add a white fill (fill the outline if desired)
- Adjust the translucency so any writing is clear yet you can see the picture beneath
- Click outside the image right click Export the page
- Save as jpg
- Clear page of images
- Right click on blank page
- Set Background  
From image /locate saved image
- Apply/ OK



Add custom background to resource Library (so you can easily [this time] use again)  
Right click on image add to resource library

## Resource Packs

Resource packs are a convenient way of sharing resources, made up of images backgrounds sounds etc. many are free and some are for sale and can be purchased in much the same way you can buy PowerPoint themes and templates. The content is up to the author and may be theme based.

### Creating Resource Packs

Simply:  
Open the resource browser  
Right click on the folder containing the resources  
Choose export to Resource pack  
Give it a name and save appropriately.  
Consider uploading your work to the Promethean Planet resource area

### Importing Resource Packs

Start inspire  
File import  
Resource pack to Shared Area or My Resources  
It will unpack into a new folder

Currently at the time of writing there are around 300 free resources packs available to download. Visit [PrometheanPlanet.com](http://PrometheanPlanet.com) then choose Resources. Resource packs are listed with much else

You can also watch the Activtips video about Creating Backgrounds using the live link here:

<http://www.Prometheanplanet.com/serv...?show=nav.1147>

For paper versions go to [Prometheanplanet.com](http://Prometheanplanet.com) /Professional Development /Activtips and look for the video player.



## Page management

This is one place where you can really see the changes from the old version. Now just one place to manage your pages, duplicate insert and delete them. The Page browser is the icon on the left of resources.

Page Browser



- To Delete a page select e.g. page 3  
Right click Delete
- To move the order of the pages Select e.g. page 3  
Drag to desired position, a vertical line will indicate where it's inserting
- To Copy a page Select e.g. page 3  
Right Click Duplicate
- Insert a page select a page near where you want the page inserted  
Right click Insert page/blank page before or after current

## A couple of tips

The mechanics of managing pages are briefly covered above; a little more info may be helpful.

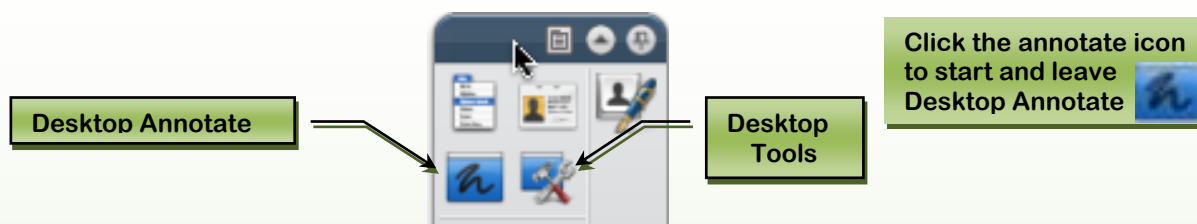
### A case for Duplication

If you need an extra page inserting consider duplication what you have done already, if some of the content is repeated, e.g. test with questions, test with answers, Image with and without labels. It makes sense to duplicate and make small changes.

Create a detailed diagram first with all the labels, then duplicate, on the first page delete the labels or move them to the side so students have to position them correctly. Add a clock countdown tool set it to blank the screen in 1-2 minutes at an appropriate moment you can then turn to the next page where all the answers are.

## Desktop Annotation

Desktop annotation allows you to use the Pen, Highlighter and Eraser, on your desktop or any Windows and Mac application you have open on your desktop



Click the Annotate icon and you leave the Inspire workspace to be over the desktop (or whichever application is to the fore at the time). You can start programs and use them as normal

But note when you first switch to the desktop the pen is ready to write, If you want to start a program or change place on a page you must click the Select tool.

Also the resource browser may be open and need closing or unpinning to give you some space. Click the pin on the top right of the browser and click the page to the side, in about 2 secs it will dock. (If you don't click the page it stays frustratingly stays open).

When you annotate the desktop, you create a Desktop Flipchart, which can be saved.

For me it works best on applications that fill the screen and don't move e.g. PowerPoint, But in Word as you scroll the document the annotations stay still so unintentional areas become highlighted. But I know Colleagues who love the annotation feature.

Click to Annotate on the Desktop Click again to leave the desktop.

When you close the program it will prompt you to save the Desktop Flipchart (annotations) if you haven't already saved them.

## Desktop Flipchart

The Desktop Flipchart is invisible, nb. as you annotate you are writing on this flipchart, you can copy objects (text and Pictures) from the applications into this flipchart as you work.

In Backgrounds we set pictures and colours on ordinary flipcharts However as desktop backgrounds are clear, you can include a background when you save the flipchart or leave it clear.

To include the background (e.g. the applications you are working on) click set background Use Desktop Snapshot, or choose Desktop Overlay for no background i.e. clear. Prometheans more detailed instructions follow.

From the File Menu, select Edit > Page Background. The Set Background Dialog Box opens.

Click the Desktop Snapshot radio button. To look at the desktop before taking the snapshot, click the Show Desktop icon.

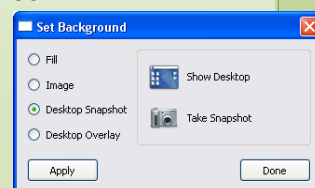
When you are ready to take the snapshot, click on the Take Snapshot icon.

After the snapshot has been taken, click on Done.

If you want your current page to have no background:

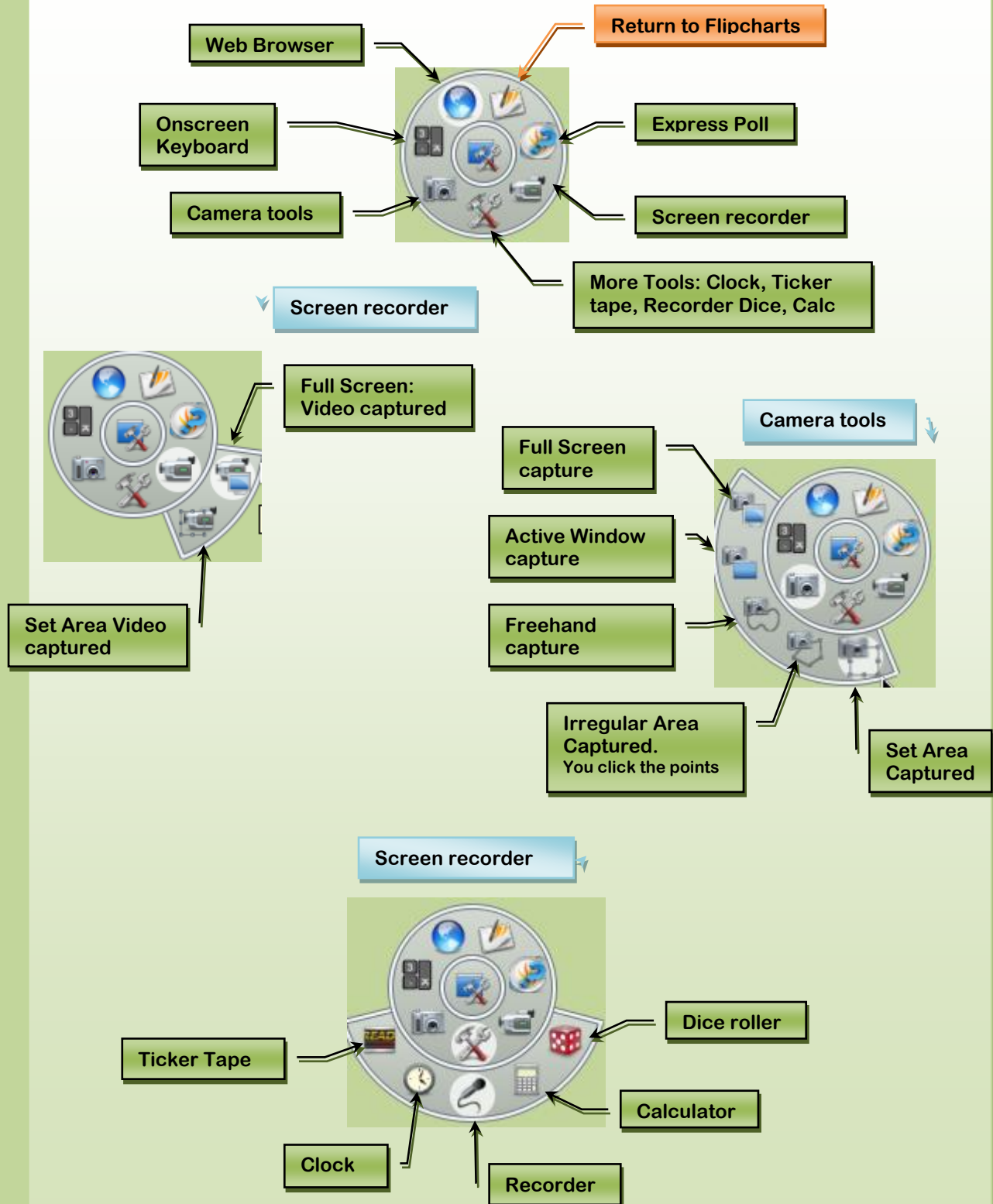
Click on the Desktop Overlay radio button, then click on Done.

The desktop does not form part of the flipchart and will not be saved.



## Desktop Tools

This has been greatly expanded and implemented in a very neat display gadget. Very impressed! Move about by dragging the centre of the wheel. Hover over to get the wheel to expand.



## Keyboard Shortcuts

Function	Windows™	Linux™	Mac®
Help	F1	F1	not applicable
Toggle Design Mode	F2	F2	not applicable
ExpressPoll	F3	F3	not applicable
Dual User	F4	F4	not applicable
Toggle Full Screen	F5	F5	not applicable
Desktop Tools	F6	F6	not applicable
Flipchart Spellchecker	F7	F7	not applicable
Page Browser	F8	F8	not applicable
Property Browser	F9	F9	not applicable
Action Browser	F10	F10	not applicable
Dashboard	F11	F11	not applicable
Promethean Planet	F12	F12	not applicable
Select All	CTRL+A	CTRL+A	Cmd+A
Toggle Browsers	CTRL+B	CTRL+B	Cmd+B
Copy	CTRL+C	CTRL+C	Cmd+C
Duplicate	CTRL+D	CTRL+D	Cmd+D
Eraser	CTRL+E	CTRL+E	Cmd+E
Fill	CTRL+F	CTRL+F	Cmd+F
Toggle Grouped	CTRL+G	CTRL+G	Cmd+G
Highlighter	CTRL+H	CTRL+H	not applicable
Insert Blank Page After Current	CTRL+I	CTRL+I	Cmd+I
Edit Profiles	CTRL+J	CTRL+J	Cmd+J
On-screen Keyboard	CTRL+K	CTRL+K	Cmd+K
Insert Link to File	CTRL+L	CTRL+L	Cmd+L
Insert Media	CTRL+M	CTRL+M	Cmd+M
Open a new flipchart	CTRL+N	CTRL+N	Cmd+N
Open an existing flipchart	CTRL+O	CTRL+O	Cmd+O
Print	CTRL+P	CTRL+P	Cmd+P
Insert Question	CTRL+Q	CTRL+Q	not applicable
Revealer	CTRL+R	CTRL+R	Cmd+R
Text	CTRL+T	CTRL+T	Cmd+T
View Customise	CTRL+U	CTRL+U	Cmd+U
Paste	CTRL+V	CTRL+V	Cmd+V
Close	CTRL+W	CTRL+W	Cmd+W
Cut	CTRL+X	CTRL+X	Cmd+X
Redo your last action	CTRL+Y	CTRL+Y	Cmd+Shift+Z
Undo your last action	CTRL+Z	CTRL+Z	Cmd+Z
Increase Object Size	CTRL+ +	CTRL+ +	Cmd+ +
Decrease Object Size	CTRL+ -	CTRL+ -	Cmd+ -

## Keyboard Shortcuts

Function	Windows™	Linux™	Mac®
Desktop Annotate	CTRL+Shift+A	CTRL+Shift+A	Cmd+Shift+A
Send to Back	CTRL+Shift+B	CTRL+Shift+B	Cmd+Shift+B
Connector	CTRL+Shift+C	CTRL+Shift+C	Cmd+Shift+C
Desktop Snapshot	CTRL+Shift+D	CTRL+Shift+D	Cmd+Shift+D
Export Page	CTRL+Shift+E	CTRL+Shift+E	Cmd+Shift+E
Bring to Front	CTRL+Shift+F	CTRL+Shift+F	Cmd+Shift+F
Grid Designer	CTRL+Shift+G	CTRL+Shift+G	Cmd+Shift+G
Handwriting Recognition	CTRL+Shift+H	CTRL+Shift+H	Cmd+Shift+H
Toggle Hidden	CTRL+Shift+I	CTRL+Shift+I	Cmd+Shift+I
Toggle Drag a Copy	CTRL+Shift+J	CTRL+Shift+J	Cmd+Shift+J
Camera - Area	CTRL+Shift+K	CTRL+Shift+K	Cmd+Shift+K
Toggle Locked	CTRL+Shift+L	CTRL+Shift+L	Cmd+Shift+L
Magic Ink	CTRL+Shift+M	CTRL+Shift+M	Cmd+Shift+M
Notes Browser	CTRL+Shift+N	CTRL+Shift+N	Cmd+Shift+N
Circular Spotlight	CTRL+Shift+O	CTRL+Shift+O	Cmd+Shift+O
Pen	CTRL+Shift+P	CTRL+Shift+P	Cmd+Shift+P
Edit Question on Page	CTRL+Shift+Q	CTRL+Shift+Q	Not applicable
Sound Recorder	CTRL+Shift+R	CTRL+Shift+R	Cmd+Shift+R
Shapes	CTRL+Shift+S	CTRL+Shift+S	not applicable
Save a flipchart	CTRL+S	CTRL+S	Cmd+Shift+S
Tickertape	CTRL+Shift+T	CTRL+Shift+T	Cmd+Shift+T
Clock	CTRL+Shift+U	CTRL+Shift+U	Cmd+Shift+U
Bring Forwards	CTRL+Shift+V	CTRL+Shift+V	Cmd+Shift+V
Send Backwards	CTRL+Shift+W	CTRL+Shift+W	Cmd+Shift+W
Flip X	CTRL+Shift+X	CTRL+Shift+X	Cmd+Shift+X
Flip Y	CTRL+Shift+Y	CTRL+Shift+Y	Cmd+Shift+Y
Page Zoom	CTRL+Shift+Z	CTRL+Shift+Z	not applicable
Select	Esc	Esc	Esc
Go to next page	PgDown	PgDown	Down
Go to previous page	PgUp	PgUp	Up
Delete	Del	Del	Del

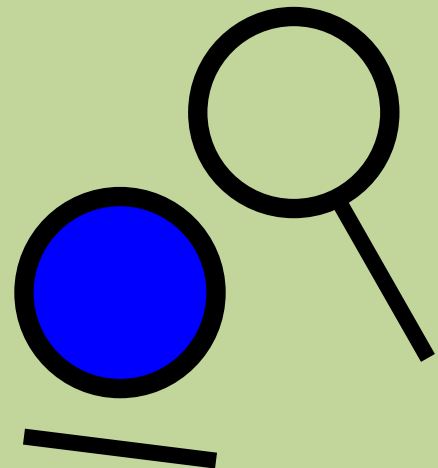
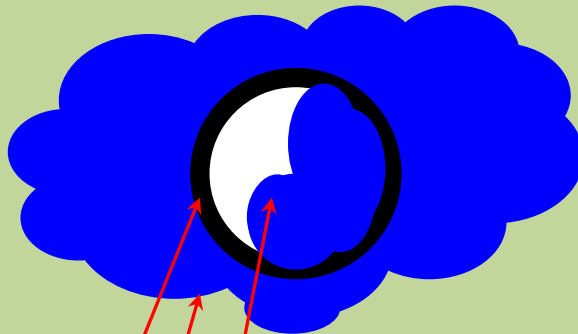
## Creating a reveal Tool What Lies Beneath?

Hidden answers that you can reveal and hide

Use an X Ray Magnifying glass on a leaf and reveal the stomata, or the chick inside an egg. Have the surface disappear as you pass a magnifying glass over. Interested?

This exercise uses

- Layers
- The eraser
- Pen Tool
- Lines
- Shapes
- Locking
- Grouping



Creating a Reveal Tool or  
What lies beneath!

Using the pen tool with a large pen, create a large cloud shape any colour e.g. blue (this is merely so you can see the erased area).

With the pen, use the circle tool and create a black circle about 2.5cm (1") 26 pen size (use the pen slider) move this circle on top of the blue cloud.

Take the eraser, carefully rub out everything within the circle this is fiddly!! Again use the slider to adjust the eraser size. Eventually you will have rubbed out everything it doesn't matter if you appear to rub out some of the circle because it is merely a guide.

This done you have created a circle shape with the eraser, that you can get hold of and move around the screen careful though it may disappear!

Now make another circle on top, now draw a handle using the line tool.

Now align the circle on top of the erased area, carefully delete the cloud, delete the first circle, and align the line so that it is a handle. Now group all of the objects, you now have a magnifying glass. Drag the magnifying glass to the third column on the Flipchart toolkit so you can add it to your flip charts whenever you want.

Next your diagram, ActivInspire uses layers, a bit like having 4 layers of OHPs each with different objects on them and the ability to lock the objects from moving. In our case we are putting an image at the middle and a layer on the top. The top layer being opaque prevents you from seeing the image below. Your eraser tool enables you to see beneath the top layer and see your image below.

This bit is where your imagination takes over, for the purpose of this exercise, we'll use a leaf with the stomata underneath.



Just to show the effect, in the image (left) you can see the background through the magnifying glass.

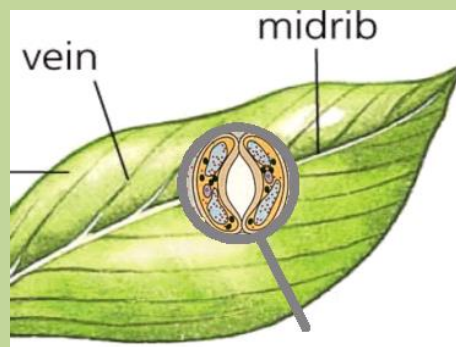
Locate the images of the stomata and the leaf, perhaps through Google, and have them ready on the flipchart.

Place the bottom image first.  
Select the stomata

Right click>Reorder>bottom layer, then lock it.  
Right click>Locked.

Then position the Leaf hiding the stomata.  
Right click>Reorder>top layer and lock it.

You can see the result with the magnifying glass to the left.



Nb you can enlarge or reduce the size of the magnifying glass the same way as any graphic.



- **Weird behaviour by pen**  
 When writing text breaks up or pen seems to select everything when moved close.  
 Sometimes the switch in the pen jams on because the tip swells and does not slide in or out easily.  
 Possibly because it's been dropped, very common on the old round grey and orange pens, if you gently press the tip you should feel the microswitch click on and off  
 Pulling the fibre tip out and replacing may help, consider a new tip or remove a little material on the fibre tip so it slides easily.
- **No sound**
  1. Check your PC or Mac volumes are turned up  
 On a PC check both Windows media player and the system tray volume controls, they work separately, Check Sound is working on your Computer!
  2. Some boards use USB for both sound and control  
 Check USB lead is attached (board wouldn't work though! Check USB cable by swapping with known good one)
  3. check 3.5mm audio cable is attached (where used)
  4. Check the amp is switched on and volume is turned up switch on left should glow green (Pro 300 boards)
  5. Check Speakers the Volume control at back of speaker may have been turned down by nasty student!
  6. Check the Volume control on the ActivBoard wall unit is turned up (Cable connection box)
  7. Using the Projector Remote control turn up the Volume control some systems have audio controlled through Projector.
  8. Reset board (power On and Off) and try again
- **Board doesn't Work** Check colour of light (top left) White = good, red = bad, blue=connecting
  - PC Check the Promethean Activmanager icon in the system tray should be white, if there is a red cross then there is no connection between board and computer.
  - Carry out the following checks Check the obvious first:
  - Power (what colour is the light on top left should be white (won't be though if you have problems)
  - What colour is the switch to left side of board should be green (new Activ 300 boards)  
 Switch off Leave 30 secs and switch on again that will reset the board (bit like turning your computer on and off)
  - As you remove and connect USB cables there should be an audio connection tone  
 Check the cabling carefully. On the new framed Activ plus type there is a wall panel with Video connection audio and USB Check the cables are inserted  
 also look behind the board (left hand side on mine Pro 300) there is a large box 12" approx, mounted to the top left of the board, there should be a USB lead plugged into the base, they do fall out mine did.
  - The total length of the 2 cables must be less than 5metres that includes the one from the board to the panel, which means your PC/Mac to board shouldn't be longer than 3 metres. If working before, this shouldn't be an issue unless a cable has been replaced.
  - On earlier Activboards  
 the USB connection was top left as you look at it, Switch the power off and on again at the plug (you cannot get at the power easily on the new boards (careful if your projector is on)). As an aside if the serial plug connection option was used and this plug is not fully inserted or made a good connection it will cause spiking of text when you try and write. Remove and reinsert.
- **All power fails on motorised Pro 300 board**
  - There are a group of power sockets very inaccessible! sometimes the power in plug rocks free with the raising up and lowering of the board causing everything to go off happened to 2 of our boards.
  - Fix is to push the plug back in but may require you to release the board to get at it. How hard or easy depends where the board is when the power went off!

When all else fails Reboot your Computer

Cables They do work don't they? check that the cable is working by swapping with a known working one.

Check drivers current is 5.4.6 Dec09 (find version number in add remove programs) and update if necessary,( Promethean Planet>support>software>ActivDrivers)  
 if that doesn't work.

Ring Tech support!!

## Final Word?

Plainly there is much that is not covered; this is a guide and not a detailed manual. I have no experience with Expression voting systems, though I believe them to be very good, these are not covered

Perhaps someone would like to add to the many omissions? ☺. I'll happily format the Doc or feel free to format it as you like!

Please advise me of any errors and omissions my email is at the bottom of the Document.

The Document was created in Word 2007, section breaks were used whenever a new page was forced (page layout /breaks for those of you who can't find them ☺).

If printing from Word, in Word Options/Display set the checkbox - Print background colours and images, else it does look very wrong.

I have deliberately left a blank page to help anyone who would like to add content

### Further Development

Most of us use docs like these online so some in document hyperlinks may be of use. I intended to add activities when I first uploaded my ActivStudio manual 3 years ago and still do! A manual like this is useful initially but showing how you apply a technique or use inspire in an activity would be one way of developing further.

Rather than just wonderful Flipcharts being put up, How did you do them? E.g. 2 page Worksheets how to?

So others can learn from you.

Please feel free to use in a non profit Educational context.

I would be interested to know who is using it; my email is at the bottom of the page.

Hope you find it of use.

Graham Monaghan Nov 2009

[graham.monaghan@hpoolsfc.ac.uk](mailto:graham.monaghan@hpoolsfc.ac.uk)

### Revisions:

Revision applied	Date	Comment	By
Final Doc	30-11-09	Released	GM
Page numbers	30-11-09	Centred some page numbers and added to end of doc	GM
Page 15 picture blocking text	31-11-09	Moved picture into space	GM
Punctuation,	16-12-09		
Clarity of speech improved	16-12-09	On re-reading altered words to make easier to understand, moved a couple of pictures from covering text	GM
Troubleshooting section started	16-12-09		GM

